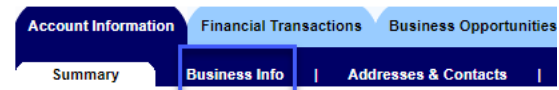


1. Log into [SIGMA VSS](#)
2. Click the **Business Info** tab.



3. Click the **Update** button.



4. Scroll down to **Legal (1099) Address Information**.
5. Enter new address.
 - a) If the address has a suite or apartment number it must be entered with a comma after the street address.
6. Click **Save Changes**.
7. Check the box for address you want to use (above the address).
8. Click **Save Changes**.

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Welcome, Erin

[View Frequently Asked Questions](#)

Account Information | **Financial Transactions** | **Business Opportunities**

Summary | **Business Info** | **Addresses & Contacts** | **Users**

Change Taxpayer Identification

Modify your Taxpayer Identification Number information here. Click the 'Save' button on updates you entered.

Save Changes **Cancel**

► **Organization Information**

Organization Type : Company

* Classification :

Other Government

► **Legal Name Information**

Legal Name on W-9 :

► **1099 TIN Information**

* Create Taxpayer ID Number :

* Re-Enter Taxpayer ID Number :

1099 Reportable : No Tax File

► **Legal (1099) Address Information**

* Street 1 :

* City :

* State/Province :

* Zip/Postal Code :